

Rewards Specialist

Job ID
REQ-10062401

9月 24, 2025

India

摘要

About the role:

Enables Novartis to hire and retain talent through the quality and timely delivery of core compensation process and consulting for their respective country/countries. Supports job evaluation, benchmarking, offers, and salary cycle activities, as well as related training, education & insights.

About the Role

Key Requirements:

- Job Evaluation: Performs quality job evaluations within agreed timelines (including maintenance of the current job evaluation system) for the assigned job functions and acts as a subject matter expert for all position evaluation topics.
- Benchmarking: Supports core Benchmarking and year-end activities for assigned countries

including (but not limited to): survey participation, analysis and submissions. Study labour markets to determine salary trends / ranges and creation of market ranges.

- Benchmark labour market trends, propose salary structure and adjustments to the business based on survey data. Engagement with country stakeholders to understand current hiring and retention activities / challenges and requirements
- Supports annual budgeting process and salary increase matrix design for countries under scope. Works together closely with Rewards Business Partners and other country stakeholders to ensure the budget and matrix addresses local talent / legal / employee rep. requirements, as well as enables fair budget distribution and adherence during the salary planning cycle.
- Maintains country knowledge base for countries under scope, including details of local process step-outs, local market ranges (LMRs) and any other relevant information to support core compensation processes
- Offer Support & Other Compensation related activities: Supports the offer process for respective country/countries. Responsibilities include (but are not limited to): reviewing and tracking the offers which are outside the rewards guideline, providing recommendations or escalating to the Rewards Business Partner where necessary
- Buy-out calculations for equity and other compensation items. Cost of living analysis and recommendations on transition allowances for international transfers. Ensuring proper documentation (including the rationale of the offers outside the guideline) to ensure audit trail review and tracking of compensation change, one - time payout requests as per rewards governance.
- Supports Rewards Business Partner with other compensation and benefits activities / projects for responsible country as applicable. Supports the delivery of training to stakeholders on core compensation processes, ensuring Talent Acquisition and People Partner teams in relevant countries understand roles, responsibilities and governance for core compensation processes
- Supports the delivery of integrated Rewards/P&O analytics to support core compensation processes and improve compensation decisions. Participate in Global/regional Rewards projects and continuous improvement activities
- Ethics and Compliance: Work within Ethics, Risk and Compliance policies and procedures and ensure those around him/her do the same. Work to ensure a diverse and inclusive environment free from all forms of discrimination and harassment

Essential Requirements:

- Higher education, such as University/master ' s degree in HR /Economics and/or relevant business education (e.g. business administration).
- Certification in C&B is preferable
- 2 to 5 years of P&O Experience (Preferably in C&B)
- Basic understanding of compensation elements in an organizational context

Desirable Requirements:

- Ability to thrive in a fast-paced, complex, matrixed, global environment.
- Strong data analytics and presentation skills
- Stakeholder engagement
- Excellent knowledge of MS Office (word, power point and excel)

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

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Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

部门

People & Organization

Business Unit

Universal Hierarchy Node

地点

India

站点

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Human Resources

Job Type

Full time

Employment Type
Regular

Shift Work
No

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Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.



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